



University of California, Santa Barbara Application to Charter Aircraft

INSTRUCTIONS

Use the Application to Charter Aircraft to initiate an aircraft charter. Submit completed form to UCSB Contracts and/or UCSB Risk Management.

DEPARTMENT

Date of Application: _____ Campus: **SANTA BARBARA** UCSB Agreement/P.O. No. (attach copy): _____

Department: _____ Dept. Account No.: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

CHARTER INFORMATION

Date(s) of Charter: _____ Name of UC Employee Chartering Aircraft: _____

Number of Passengers: UC Employees: _____ Students: _____ Other Invitees: _____ Is this an exclusive UC charter? Yes No
If no, explain: _____

Purpose of Charter: (use attachment if necessary)

Charter Itinerary (use attachment if necessary): _____

AIRCRAFT INFORMATION

Owner/Operator: _____ Address: _____ Ph: _____

Aircraft Type (No. of engines; piston, jet; helicopter; etc): _____ No. of Passenger Seats: _____ No. of Crew: _____

AIRCRAFT INSURANCE

Broker or Agent's Name: _____ Ph. _____

Name of Owner's Aircraft Liability Insurance Carrier: _____

Policy #: _____ Policy Effective Date: _____ Policy Expiration Date: _____

Aircraft Liability Insurance Limits* (Attach copy of Certificate of Insurance): _____

CAMPUS REVIEW & APPROVAL

In accordance with University of California Business & Finance Bulletin G-28, Policy and Regulations Governing Travel, employees must obtain the prior approval of the Chancellor to charter and use an aircraft to do University business.

Department Chair: _____ Date: _____ Ph: _____

Risk Manager: _____ Date: _____ Ph: _____

Vice Chancellor, Admin. Servs.: _____ Date: _____ Ph: _____

Chancellor: _____ Date: _____ Ph: _____

UNIVERSITY INSURANCE REQUIREMENTS

Insurance Limits for Charter of Commercial Aircraft per UC Business & Finance Bulletin BUS-63 (limits are combined single limit (CSL) for bodily injury, property damage, & passenger liability)

1. Charter of *General Aviation Aircraft* with 10 passenger seats or less: \$5,000,000 CSL per occ.
2. Charter of *Rotor Wing Aircraft* not exceeding passenger and crew capacity of 10 persons: \$10,000,000 CSL per occ.
3. Charter of *Fixed Wing Aircraft* with more than 10 passenger seats but less than 21 passenger seats: \$10,000,000 CSL per occ.
4. Charter of *Fixed Wing Aircraft* with more than 20 passenger seats but less than 41 passenger seats: \$25,000,000 CSL per occ.
5. Charter of *Fixed Wing Aircraft* with more than 40 passenger seats: \$100,000,000 CSL per occ.
6. Charter of *Air Ambulance* (Fixed or Rotor Wing type) not exceeding passenger and crew capacity of 10 persons: \$20,000,000 CSL per occ.